

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2009 – 0001***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Update to the on line HR Handbook –  
Additions to “Layoff Issues” Section**

***Issue Date: January 7, 2009***

This is to advise agencies that the *Layoff Issues* section of the HR Handbook has been updated. A “Sample Calculation” and “Job Aid” have been added to the information in Section 2 regarding Adjusted Service Dates for Layoff. Also, the “Personnel Action Fiscal Impact Statement” spreadsheet has been added under the Layoff Forms, Examples and Templates heading.

REASON FOR THE CHANGE: These additional pieces of information have been added to the handbook to assist agencies in preparing and enacting layoff measures as efficiently and effectively as possible. The new Job Aid charts the types of state service that should be considered when calculating adjusted service dates for layoff and leave earning. The sample calculation illustrates the necessary steps for determining these dates for employees. Also, the Division of Administration is requiring all Executive Branch agencies to submit the Personnel Action Fiscal Impact Statement to the Office of Planning and Budget for approval when proposing a layoff. For the convenience of those agencies, Civil Service has included this form with the other layoff materials.

If you would like any additional information, or if you have any questions, please contact your [Civil Service Assistance Coordinator](#) via email or at 225-342-8274.

Sincerely,

s/Anne S. Soileau  
Director